



EASTFIELD COLLEGE
KSA'S PRACTICUM TIME SHEET
Social Work
(Record Hours in each Category)

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>	<i>Current Week Total</i>	<i>Cumalitive Total</i>
<i>Screening</i>									
<i>Intake</i>									
<i>Orientation</i>									
<i>Assessment</i>									
<i>Treatment Planning</i>									
<i>Counseling Mgt.</i>									
<i>Crisis Intervention</i>									
<i>Client Education</i>									
<i>Referral</i>									
<i>RPT/Record Keeping</i>									
<i>Consultation</i>									
<i>Case Mgt.</i>									
<i>Total Daily Hours</i>									

Student Signature

Date

Supervisor Signature

Date

MANDATORY: *Each time sheet must reflect actual hours worked per week. Please add each to reflect Grand Total.*

Time Sheets are due in the Substance Abuse/ Social Work Office (7 Days) ONE WEEK prior to the end of the semester. Time Sheets must be completed weekly. Students who fail to turn in and correctly complete time sheet will be penalized -20 points from final grade.